



NO: SO (GEN)/ACCTS/ET&NC/C.S/2019-20
GOVERNMENT OF SINDH
EXCISE, TAXATION AND NARCOTICS
CONTROL DEPARTMENT

Karachi, dated the 02nd March, 2020

ATTENDANCE SHEET

SUBJECT: - PROCUREMENT COMMITTEE MEETING FOR PREPARATION /
FINALIZATION OF BIDDING DOCUMENTS IN RESPECT OF TENDER
FOR COMPUTER STATIONARY 2019-20 (SC21113 (113)-011205-
KQ0078-A039-A03955)

S. NO	NAME AND DESIGNATION	CONTACT NO	SIGNATURE
	Noor Muhammad Shah	021-9212901	
	Yousuf Gill	021-9921433	
	Karim Dad Akbari	0300-9215266	
	Murad Khan	0304-4897299	
	Aijaz Ahmed		



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GOVERNMENT OF SINDH
EXCISE, TAXATION & NARCOTICS
CONTROL DEPARTMENT

Karachi, dated the 03rd March, 2020

MINUTES OF THE MEETING HELD ON 02nd MARCH, 2020 UNDER THE CHAIRMANSHIP OF ADDITIONAL SECRETARY, EXCISE, TAXATION AND NARCOTICS CONTROL DEPARTMENT

A meeting for Procurement of Computer Stationary Items for the year 2019-20 was held under the Chairmanship of Additional Secretary (Admin-I) on 03rd March, 2020 at 02:00 P.M in his office. (The list of participants attached). Mr. Mehran Khan, Assistant Director Computer, Motor Registration Wing, Civic Center attended the said Meeting on behalf of Deputy Director (Admn) Motor Registration Wing, Karachi due to his urgent Meeting with Federal Board of Revenue.

The Meeting started with the recitation from Holy Quran. Thereafter, in opening remarks, the chair welcomed the participants and briefed the Committee regarding Procurement of Computer Stationary Items for the Excise, Taxation and Narcotics Control Department, (Secretariat) and its attached offices through Tender Bidding Process as per SPPRA Rules, 2010 Amended 2019.

The Forum was informed about the Procurement of Computer Stationary Items for the Department and its Directorates. The amount allocated in Current Financial Year Budget 2019-20 was Rs. 60,638,000/- out of which Rs. 11,467,000/- have been Re-Appropriated, but request has been made to Finance Department for provision of Rs. 11,467,000/-

The participants were also informed that in all 51 items are to be purchased, keeping in view the demands of lower formation. During the discussion one of the participants, Mr. Mehran Khan, AD Computer had informed that a few items demanded by lower formation are out dated and now their improved versions are being used, therefore there is a need to further examine their demands so that better and more compact items can be purchased.

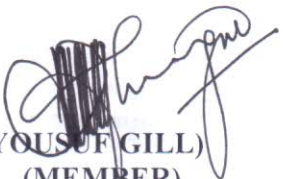
After detailed discussion, following was unanimously decided:-

1. Single Stage-Two Envelope Procedure according to Rule 46 (1) (a) (b) (c) of SPPRA Rules 2010 (Amended 2020) will be adopted for the aforesaid Tender.
2. Rs. 2,000/- will be the purchasing price of Tender Bidding Documents.
3. Earnest Money will be at the rate of 03% of the total bid amount to be submitted by the Bidders.
4. Performance Security will be at the rate of 07% of the Contract Value.
5. The layout of Notice Inviting Tender (NIT) is approved by the Committee.

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6. The format of Letter for Invitation of Bid is approved by the Committee.
7. The format for Bid Data Sheet containing information about the tender was finalized by the Committee.
8. Instructions for preparing Bids for the Bidders were approved by the Committee.
9. Bids will be addressed to Section Officer (General) of the Department.
10. Bid Validity Period is 90 days as per SPPRA Rules.
11. Preliminary (Mandatory) Screening Criteria, Qualification and Evaluation Criteria were approved as per SPPRA Rules.
12. Draft Bidding Document will be presented in the next Meeting after inserting the above Clauses.
13. Draft Bidding Document will be finalized in the next meeting and the same will be forwarded for approval of Competent Authority.
14. The Deputy Director (Admin) Motor Registration Wing, Karachi will assist in selection of Computer Items to be purchased.

The Meeting ended with the vote of thanks to and from Chair.


(YOUSUF GILL)
(MEMBER)

Deputy Secretary (Admin-I)
Excise, Taxation and Narcotics Control
Department


(ALI JAZ AHMED SOOMRO)
(MEMBER SECRETARY)

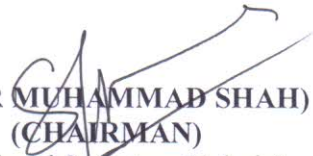
Section Officer (General)
Excise, Taxation and Narcotics Control
Department


(MUSSARAT MOKHTAR)
(MEMBER)

Deputy Director
Industries & Commerce Department


(KARIM DAD ABBASI)
(MEMBER)

Deputy Director (Admin)
M.R Wing, Karachi


(NOOR MUHAMMAD SHAH)
(CHAIRMAN)

Additional Secretary (Admin)
Excise, Taxation and Narcotics Control Department